

Name _____

**Black Pine Animal Park
Admin Training**

Start Date _____

<u>ORIENTATION</u>	√= Authorized	Date	Trained by	Verified by
Staff Orientation				
Liability Waiver				
Driver's Info				
Staff Guidelines				
Safety Guidelines				
Non-Harrassment Policy				
Volunteer Sign-in				
Online Calendar				
Mission, Vision & Values				
Radios				
Guest Services				
Park History				
Guest Rules				
Hours & Season				
Admission Rates				
Driving Directions				
FAQ's				
Guest Inquiries				
Office				
Husbandry Manual				
Enrichment Program				
Emergency Capture Plan				
Daily Reports				
Park Calendar				
Mail Boxes				
Forms				
Press Relations				
<u>GIFT SHOP</u>				
Prep for Opening				
Cash box/drawer				
Vacuum				
Dust				
TV/VCR, music, lights				
Open' sign				
Clerking				
Register & CC				
Donations				
Memberships				
Gift Certs / Coupons				
Cleaning				
Restocking / price gun				
Feed bags for sale				
Tourism info				
Beverages				
Trash				

Name _____

**Black Pine Animal Park
Admin Training**

Start Date _____

Daily Close				
TV/VCR, music, lights				
Closed' sign				
Clean-up				
Register & CC close				
Lock up				
Deposit				
<u>GROUNDSKEEPING</u>				
Empty trash				
Water plants				
Rake				
Landscape gardens				
Weed				
Mow				
Trim				
<u>TOURS</u>				
Posting Schedule				
Animal Facts				
Regular Tours				
Feeding Tours				
Field Trips				
VIP Tours				